

# Screen Shot Guide – Updating Position Duties in Evaluation

## ► EVALUATION CYCLE



If a position description changes during the year, the duties can be updated in the evaluation by **Revising the Plan**. If the Plan was not created, it must be completed on the old duties first. Then follow the instructions below to Revise to a New Plan and New Job Duties. Generally, if the duties are changed prior to October 1, the employee may be rated on the new duties. If the duties change after October 1, the employee should be rated on the old duties. Contact Human Resources for guidance.

## ► A) LOG-IN

Enter <http://jobs.cofc.edu/hr/ssso> in a browser address bar

- Or log into mycharleston (my.cofc.edu)
  - Select Employee Tab
  - Look for PeopleAdmin under Quick Links

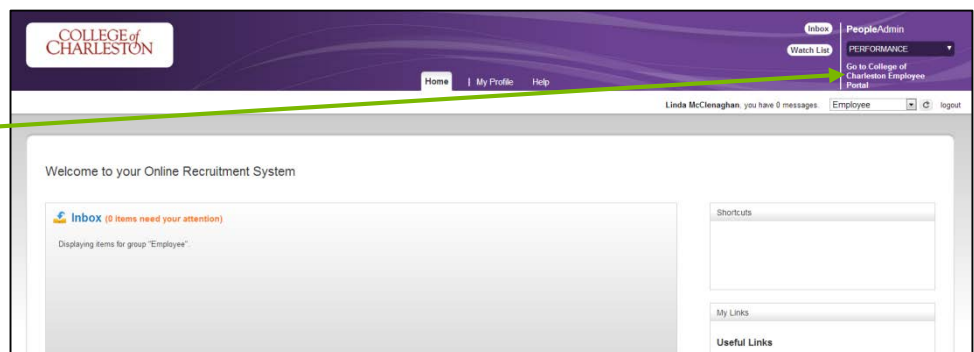
Log-in with the same name and password that you use to log into your computer

### ACTIONS AT A GLANCE

Log In.....	A
Access Employee Portal.....	B
Access The Evaluation.....	C
Go to the Plan.....	D
Revise the Plan.....	E
Update the Plan.....	F
Complete the Revision.....	G
Log Out.....	H
Next (Emp. Acknowledges Plan).....	I

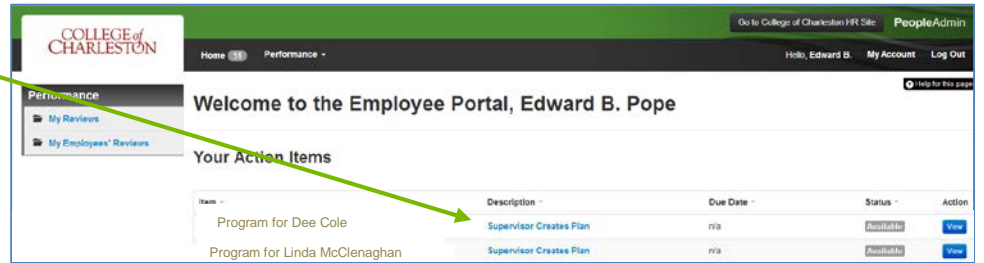
## ► B) ACCESS EMPLOYEE PORTAL

1. Go to College of Charleston Employee Portal



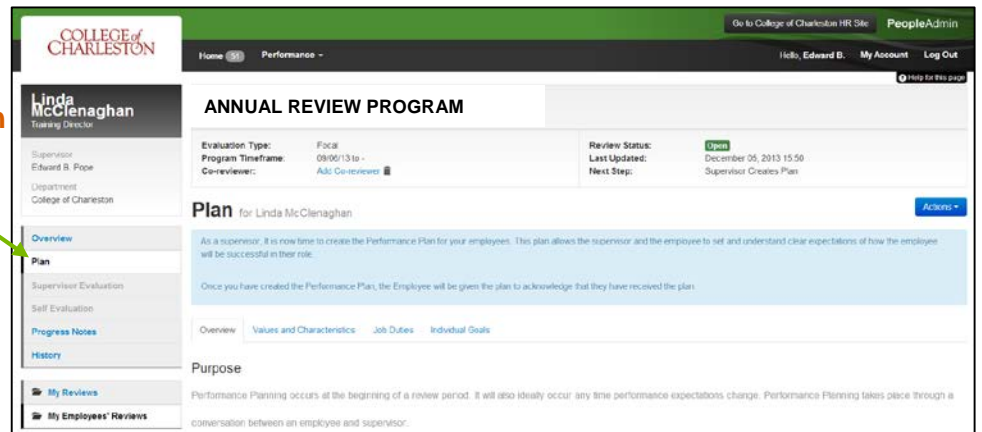
## ► C) ACCESS THE EVALUATION

1. **Select** the Employee Evaluation (this can be at any state up until the supervisor evaluation is completed and sent to the Reviewing Officer)



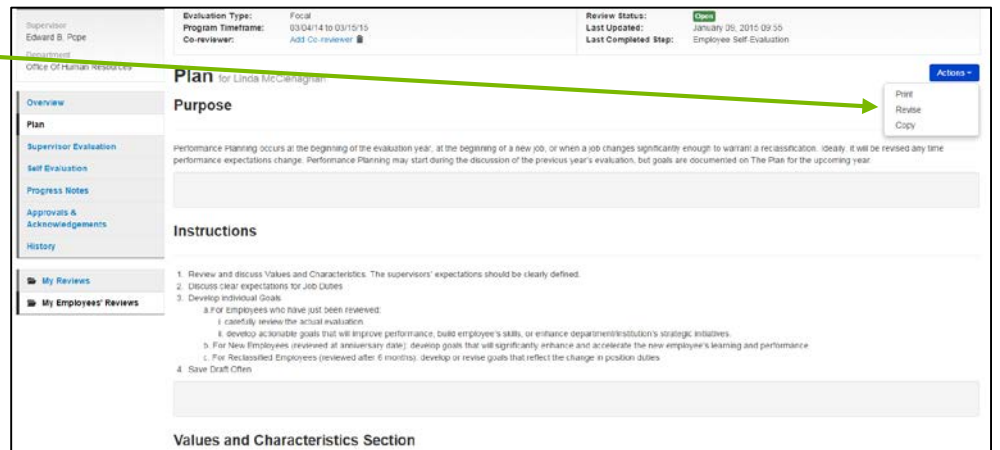
## ► D) GO TO THE PLAN

1. **Access the Plan**



## ► E) REVISE THE PLAN

1. **Select** Revise



## ► F) UPDATE THE JOB DUTIES

1. Select the Job Duties Tab
2. Select the Position Title and "Apply" (notice that the duties are now updated)

## ► G) COMPLETE THE REVISION

1. Select "Revise" at the bottom of the page

## ► H) LOG OUT

1. Select "Log Out"

► I) NEXT STEP

- a) Employees should receive an email asking them to Acknowledge The Plan

